

***Program Director:***

Primary Goal: The goal of the Program Director is to ensure the lessons taught at each Water Wings Swim School facility is taught at the highest level. The Program Director will make sure that each instructor and manager are running the approved program, lesson plan, and techniques designed by Water Wings Swim School.

Achieving these goals: In order to achieve these goals, the Program Director will be responsible to rotate between all Water Wings Swim School facilities to track, record, and fix any and all program deficiencies at each school

**Existing Schools Instructors:**

- a. Rotate between sites and evaluate current staff
- b. Ensure all new staff have completed all training paperwork and training logs
- c. Work with Deck Supervisors to ensure they keep up with quality control
- d. Communicate new techniques, methods, and teaching tools to be used with current Facility Managers
  - i. Attend in Water staff training sessions when possible
  - ii. Organize and run workshops monthly at different sites to review changes

**New Facilities:**

- a. Assist in the training of initial swim staff
- b. Assist in the training of new Facility Manager
- c. Present at opening week of new facility to ensure all programs are being taught correctly
- d. Ensure each new location is completely stocked with all teaching supplies, equipment, and aids needed to run all classes

***Breakdown of Weekly Hours:***

Program Director is responsible to fill out a Weekly breakdown of their hours and shifts by end of day on the proceeding Saturday. It is beneficial for Program Director to have a set goal for the week. Program Director will submit their schedule with a brief explanation of their goals they are looking to meet each day.

The Program Director is required to work a minimum of 40 hours per week but understands that that may increase depending on demand, goals needed to be met, and programs being offered during certain times of the year.